

The City of Minneapolis, through its Green Business Cost Sharing Program, is offering cost shares, up to \$35,000 each, to help fund dry cleaners to move to alternatives to Perchloroethylene (perc) in the dry cleaning process.

Proposals are due Friday, April 21, 2017, at 4:00 p.m.

Eligible applicants:

- Any dry cleaner with perc solvent based dry cleaning operating in the City of Minneapolis.
- The cost share applicant must be able to demonstrate the project has measurable pollution reduction.

Agreement with cost share winners:

Owners must be able to provide 55% matching funds for project.

Example: \$50,000 Project = \$22,500 (45%) Green Business Cost Share + \$27,500 (55%) funding match from business

A contract (**Attachment A**) will address the conditions of the cost share award including: implementation of the project, reporting on progress and activities, and a final report. The contract is a legal, binding document and will need signatures of the cost share fund manager, the program manager, and the cost share applicant. Cost share recipients are expected to keep accurate financial records of the project.

Important: You are not required to fill out the contract unless awarded a cost share award.

Cost share payments:

Once the switch to an approved alternative product or technology is completed, and the City of Minneapolis has received and approved the final report and final invoice, payment of the cost share will be made.

For reasonable accommodations or alternative formats, please contact the Minneapolis Health Department at (612) 673-2301 or health@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at (612) 673-3000. TTY users call (612) 673-2626.
Para asistencia (612) 673-2700 - Rau kev pab (612) 673-2800 - Hadii aad Caawimaad u baahantahay (612) 673-3500.

Applications can be emailed to envservicesinfo@minneapolismn.gov or faxed to (612) 673-2635.

**City of Minneapolis 2017
Dry Cleaning Cost Share Application**

2017 program timeline:

Cost Share applications available on-line at

<http://www.minneapolismn.gov/greenbusiness>

- February 8 2-3 p.m. Information meeting (optional) at
*Public Service Center
250 4th Street South - Room 414
Minneapolis, MN 55415*
- April 21 4 p.m. Cost Share application due
- May 5 Cost Share winners announced
- June 2 Agreements completed
- November 3 Project to be completed
- December 1 Final day for documents submitted for reimbursement

Informational meeting (optional):

An optional program information meeting for all applicants will be held

Wednesday, February 8, from 2:00-3:00 p.m.

Public Service Center, 250 4th Street South, Room 414

Attendance is encouraged for anyone who has questions about the application content or process.

To Apply:

- Send the completed application form and required attachments.
- **Deadline 4 p.m. Friday April 21, 2017.** Late applications may not be considered.
- Mail or deliver to:

City of Minneapolis, Environmental Services
Green Business Cost Share program
250 South 4th Street - Room 414
Minneapolis MN 55415

- Applications will be reviewed by the Green Business Cost Share selection panel consisting of experts in either applicant's business, technology or environmental fields.

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City of Minneapolis 2017
Dry Cleaning Cost Share Application

Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415
TEL 612.673.2301
www.minneapolismn.gov/health

Cost Share Application

Complete all sections on this application.

Name of business: _____

Contact person: _____

Address: _____

Phone: _____ Email: _____

Requested Funds: \$ _____ (Not to exceed \$35,000)

Business Matching Funds: \$ _____ (Must be at least 55% project cost. Attach estimate.)

Total Project Cost: \$ _____

Summary of Request (What is the scope of the project? How you are planning to spend the cost share funds):

How will your cleaning process change if you are awarded a grant? (Provide detailed information of your current shop equipment/supplies you propose to change (age, efficiency, etc.), Safety Data Sheets of the product or combination of products (VOC or HAP content, waste volumes, cost burden, etc.), and attach other relevant documentation if necessary.

How much perc solvent reduced annually? Any other energy efficiency savings?

_____ Gallons of perc solvent to be reduced or eliminated annually

_____ Kwh reduced annually

_____ Therms reduced annually

_____ gallons of water reduced annually

For assistance on answers to technical aspects of the cost share, such as quantifying emissions, contact: Minnesota Technical Assistance Program (MNTAP), University of Minnesota - industry specific process and energy efficiency for business and industry at http://www.mntap.umn.edu/ or (612) 624-1300.

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How will this cost share benefit your business and employees?

How will this cost share benefit your customers?

How will this cost share benefit your neighbors and surrounding community?

Do you have any letters of support? List here and attach them to your documentation.

Final Required Application Item: Review your project with MNTAP:

Schedule a meeting with Minnesota Technical Assistance Program (MNTAP) to review your project.

Contact MNTAP at <http://www.mntap.umn.edu/> or (612) 624-1300

MNTAP Rep. (print): _____

MNTAP Rep. Signature: _____

Meeting date: _____

Applications can be emailed to envservicesinfo@minneapolismn.gov or faxed to (612) 673-2635.

Automotive Cost Share Application

Checklist

What to submit by April 21st, 2017:

- This Cost Share application. Application can be emailed to envservicesinfo@minneapolismn.gov or faxed to (612) 673-2635.
- Demonstrate that the cost share applicant is the owner of record of the property or business where funds will be used to finance the switch to an approved product or technology. Copy of property tax record, business license etc.
- Include in the application a contractor bid for work or a materials list. Work performed at the property shall be as stated in the bid, and materials purchased shall be as stated in the list.

Checklist of Requirements:

- An approved alternative product or technology must be installed, and in use at the place of business by the end of the project.
- No more than \$35,000 may be requested by the eligible business. (No minimum request)
- Business will provide at least 55% of the funds for the project.
- Cost share funds can only be used to compensate for materials and labor specified on the cost share bid.
- Ineligible costs include labor costs of employees.
- Any contractor(s) who performs work at the property must meet City of Minneapolis licensing, building permit, and building code requirements.
- All work must meet City of Minneapolis zoning code, building, fire, and all other regional, state or national code requirements.

If you are awarded a cost share the following must be completed:

- All improvements must be completed by November 3, 2017. Reimbursement request documents must be provided to the program administrator by December 1, 2017. The applicant is responsible for ensuring that product purchases, equipment purchase and installation, or other work proposed have been completed satisfactorily before paying the contractor(s).

(Continued)

- Cost share funds will be disbursed to the contractor(s), vendors, and/or cost share applicant by the City cost share fund manager. The cost share applicant must submit the following items to the program manager upon completion of the work. If more than one contractor is used, there must be complete sets of the items listed below for each contract/contractor/vendor:
 - ___ Before and after photographs from the same vantage point highlighting the improvement.
 - ___ Proof of final inspection by the City of Minneapolis for any work requiring a City permit.
 - ___ Final invoice from the contractor or vendor showing the total project cost.
 - ___ Proof of payment paid to contractor/vendor. You should be totally satisfied with the work or product performance before paying.
 - ___ A lien waiver, which is a statement issued by the contractor/vendor, that advises the client that they, the contractor/vendor, have been paid in full for the total project cost; are satisfied with the compensation for the work they performed or the products provided; and waive their right to place any liens on the property for work completed/products provided.
- Contribute the required matching funds to the City of Minneapolis cost share (at least 55% matching from business).
- Signed communications waiver.

Resources to save energy and money

Below is a list of resources and tools to help you save money in your business through reduced energy or other resource usage.

- CenterPoint Energy (natural gas provider)
www.centerpointenergy.com/home
- Minnesota Pollution Control Agency Small Business Environmental Assistance Program
<https://www.pca.state.mn.us/quick-links/reducing-voc-emissions-your-business>
- Xcel Energy offers small business assistance and a discount rate program for compact fluorescent light bulbs
www.compactoffer.com/xcelenergyproducts.cfm
- RETAP- Mike Vennewitz, Minnesota Retiree Environmental Technical Assistance Program Coordinator
mvennewitz@yahoo.com 612-781-1307
- Minnesota Technical Assistance Program (MnTAP), University of Minnesota- industry specific process and energy efficiency for business and industry <http://www.mntap.umn.edu/> or (612) 624-1300.

Applications can be emailed to envservicesinfo@minneapolismn.gov or faxed to (612) 673-2635.

Partial list of example eligible technologies and products for grant funding

Example alternatives to perchloroethylene

(If you would prefer a different product from those listed here, list it in the application.)

1. Professional wet cleaning

- a. Equipment life span: 15 years
- b. 12 kilowatt hours of electricity used per 100 pounds of clothes
- c. Operating cost: \$0.24 - \$0.28 per pound
- d. All compounds are readily biodegradable and can be removed at local treatment plants.

2. Solvon K4

- a. Operating costs and electrical usage are assumed to be similar to the operating costs of hydrocarbon systems, based on information from users and makers of the solvent.
- b. Solvon K4 is a biodegradable, halogen-free solvent and is managed as industrial waste.

3. HydroCarbon based solvents *i.e.* DF-

- a. Equipment life span: 8-14 years
- b. 23.8 kilowatt hours of electricity used per 100 pounds of clothes
- c. Operating cost: \$0.30 - \$0.36 per pound
- d. Solvents tend to be biodegradable and of low toxicity. Still bottoms and spent filters require proper management and disposal.

4. GreenEarth

- a. Equipment life span: 8-14 years
- b. 34.7 kilowatt hours of electricity per 100 pounds of clothes cleaned
- c. Operating cost: \$0.36 - \$0.44 per pound
- d. Solvents tend to be biodegradable and of low toxicity. Still bottoms and spent filters require proper management and disposal.

5. RynexÔ (Rynex 3 or Propylene Glycol Ether)

6. CO₂ cleaning

- a. Equipment life span: 15 years
- b. 29 kilowatt hours of electricity used per 100 pounds of clothes
- c. Operating cost: \$0.36 - \$0.43 per pound
- d. Managed as solid waste rather than hazardous waste.